

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule for - MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

FSC Group: 874 – **Class:** 87

Contract Number: GS-10F-0343L

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract period: August 3, 2001 through August 2, 2016

Special Item Numbers: SIN 874-1 Integrated Consulting Services
SIN 874-7 Integrated Business Program Support Services

Contractor: Systems Plus, Inc.
One Research Court
Suite 360
Rockville, MD 20850

Business size: Systems Plus, Inc. is a
Small Business

Telephone: 301-948-4232
FAX Number: 301-948-3918
Web Site: <http://www.sysplus.com>
Email: info@sysplus.com

Contract Administration: Chad Cornell
Email: chad.cornell@sysplus.com

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to page number(s).

SIN	Title	Service Description	Labor Rates	Labor Descriptions
874-1	Integrated Consulting	Page 3	Page 8	Page 10
874-7	Services Integrated Business Program Support Services	Page 5	Page 8	Page 10

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See item 6 below.

- 2. Maximum order.** \$1,000,000.00
- 3. Minimum order.** \$100.00
- 4. Geographic coverage (delivery area).** FOB Worldwide
- 5. Point(s) of production (city, county, and State or foreign country).** Same as company address
- 6. Discount from list prices or statement of net price.** Government net prices (discounts already deducted). See Attached.
- 7. Quantity discounts.** None
- 8. Prompt payment terms.** None
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold.** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Contact Contractor
- 10. Foreign items (list items by country of origin).** None
- 11a. Time of delivery. (Contractor insert number of days.)** Specified on the Task Order
- 11b. Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. Contact Contractor.
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. Contact Contractor.
- 11d. Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can

also contact the Contractor's representative to effect a faster delivery.
Contact Contractor.

12. **F.O.B. point(s).** Destination
13. **Ordering address(es).** Same as the company address
14. **Payment address(es).** Same as the company address
15. **Warranty provision.** None
16. **Export packing charges, if applicable.** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** Contact Contractor.
18. **Terms and conditions of rental, maintenance, and repair (if applicable).** N/A
19. **Terms and conditions of installation (if applicable).** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** N/A
- 20a. **Terms and conditions for any other services (if applicable)** N/A
21. **List of service and distribution points (if applicable).** N/A
22. **List of participating dealers (if applicable).** N/A
23. **Preventive maintenance (if applicable).** N/A
24. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants.** N/A
25. **Data Universal Number System (DUNS) number.** 61-1196890
26. **Notification regarding registration in Central Contractor Registration (CCR) database.** Registered
27. **Uncompensated Overtime (Indicate if used).** Not used

DESCRIPTION OF SERVICES

The Systems Plus, Inc. (Systems Plus) Team has the capability and experience to provide services in the following three SIN areas: SIN 874-1: Consulting Services and SIN 874-7: Program Integration and Project Management Services. These support capabilities are described in this section.

SIN 874-1: INTEGRATED CONSULTING SERVICES

Systems Plus, Inc. provides expert advice, assistance, guidance, and counseling to support a wide variety of agencies' management, organizational and business improvement efforts. Examples of the consultative services provided by Systems Plus include strategic, business, and action planning; systems alignment; cycle time; high performance work; management and leadership systems; performance measures and indicators; cost/benefit analysis; risk analysis; security analysis; process and productivity improvement; and organizational assessments and program audits and evaluations.

Strategic, Business, and Action Planning – Systems Plus consultants work with Government agencies to obtain information on agencies' current capabilities to provide services, current demographics on where the service is rendered, and future trends. Strategies are developed for achieving long-term goals and once the goals are evaluated and approved, short-term objectives and tasks are developed to achieve these goals. The strategic plan developed is designed to achieve two sets of goals: (i) External – customer services-related goals and (ii) Internal – organizational improvement-related goals. Various survey methodologies are used to determine the external environment. Critical issues are also prioritized, and strategies are developed to resolve the issues.

Systems Alignment – Systems Plus facilitators interact with the top managers and other team members of the agency to develop and prioritize short-term objectives and set specific milestones. External factors that help or hinder these goals are evaluated and strategies are developed to address and overcome these issues.

Cycle Time – Cycle time is the elapsed time required to produce a product or service. Eliminating undesired processes results in reducing waste and reducing the time-cycle to perform a task. Systems Plus consultants assist agencies in analyzing each component of a task or process, and eliminating non-value-added processes, thereby saving time and improving the quality of product or services. Adding new technology or processes can also help in reducing the time-cycle, but this decision is made after evaluating and integrating existing processes.

High Performance Work – Systems Plus offers a structured approach to support Federal agencies as they implement high performance work strategies. To achieve the highest level of performance, the following procedures will be installed as part of Business Process Reengineering: monitoring of progress, development of infrastructure to promote improvements, continuous alignment of the processes, comparison with benchmarks, adoption of new technologies, and training employees to achieve improvements.

Performance Measures and Indicators – Systems Plus works with Federal agencies to implement performance-based measurement systems. Our work helps agencies comply with the 1992 Government Performance and Results Act (GPRA). Our results-oriented performance-based measurement system links an agency's goals and objectives to the agency's desired outcomes. To set up a result-oriented management system, Systems Plus works with the agency to develop plans and measurement tools (or Indicators) and tie them to the agency's strategies and goals. Measurement tools are developed using various criteria, including industry benchmarks, customer expectations, and agency's budget.

Process and Productivity Improvement – Systems Plus understands that process and productivity improvement is a continuing top priority for Federal agencies. We understand that each agency has unique requirements. Our approach is to assess existing agency processes and to redesign or reengineer them to achieve desired results. Existing processes are reassessed and developed for resource input (resources needed to carry out program or function), product output (work to be accomplished or services rendered), function (improvement of administrative or support functions), and costs (reallocation of resources). To improve and redesign the processes, Systems Plus consultants identify and measure each segment of the process. Desired and undesired processes are identified by looking at: customer expectations, operational needs, policies that affect the operations and image of the agency, and processes that do not add any value.

Organizational Assessments, Program Audits, and Evaluations – Systems Plus will assist the management in a comprehensive assessment of the agencies' current organizational environment, and in predicting and providing planning for the future requirements which will also be driven by the changes in internal and external environmental forces. The organizational assessment will be determined by:

- Surveying and obtaining customer opinion and expectations
- Providing gap analysis to processes
- Determining cost effective solutions
- Analyzing current management practices
- Understanding existing organizational culture.

Organizational assessment is a continuous and open system – as the environment changes, these factors also change. The assessment will help Government agencies in determining “hard” data about their customer requirements. In addition, it will reveal an agency's current performance level, gaps, and expenditures on services. The “soft” data will show quality of services offered to the customer and their current satisfaction level. Systems Plus' assessments will help the agencies in objective decision making by offering analyses that identify areas of dramatic process improvements.

SIN 874-7: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Systems Plus' Program Integration and Project Management services approach is an outgrowth of its management staff's collective experience in information technology. Our management success is the result of specific management techniques that have been developed by the company. Systems Plus also employs a rigorous quality assurance process; we recognize the requirement for dependable quality assurance for services and products. In performing a project, the Project Manager in-charge has the overall responsibility for ensuring quality. This responsibility includes strong day-to-day project management practices, the use of milestones to ensure that project and task schedules are met, the use of sufficient core staff resources, and efficient use of support personnel.

Project Management Services – The services performed by our Project Managers include:

- Coordinating with Government client managers
- Exercising day-to-day management control to ensure project is completed within funding and time constraints
- Identifying and providing required technical resources
- Assigning work to Team Leaders
- Conducting monthly internal project progress reviews
- Conducting periodic progress reviews with Government Project Officers and staff
- Producing project status reports
- Ensuring Total Quality Management control of project deliverables
- Ensuring Team Leaders are fully supported to accomplish technical requirements
- Establishing all plans and policies for contract support.

Program Integration Services – Our Team/Task leaders provide the leadership for daily work performance and monitoring. They provide the day-to-day program integration services for successful project performance.

The services performed by our Team Leaders include:

- Coordinating with Project Manager
- Preparing work plans and schedules
- Supervising personnel on specific tasks
- Providing technical direction on work tasks
- Monitoring, reviewing, and evaluating task work efforts
- Monitoring and ensuring cost/schedule control for assigned tasks
- Participating in periodic progress reviews as required

- Holding weekly internal Task Team progress meetings
- Providing Quality Control and Quality Assurance on technical aspects of project
- Maintaining technical liaison with respective government client counterparts/users.

Program Oversight and Control Services – Systems Plus has established numerous objectives to manage contract quality. Our primary objectives are to reduce costs and waste, improve quality and productivity on a continuous basis, and ensure optimum customer satisfaction with our products and services. To meet these objectives, Systems Plus has adopted a system of measures that extends to all areas of contract performance and provides a system for Total Quality Management (TQM).

Systems Plus uses performance data to measure total product and service quality. This quantified approach is a central feature of our TQM and Continuous Improvement philosophy.

Systems Plus assigns specific, measurable quality control duties to all members of a contract team.

The Project Manager performs at the contract level and is ultimately responsible for all aspects of contract performance. Examples of program oversight/quality control services provided include:

- Planning, directing, tracking, and reviewing contract schedules, deliverables, and expenditures
- Identifying problem issues relating to overall contract functions, such as billing, accounting, and operating procedures
- Interfacing with Government representatives regarding notification, joint resolution of potential or actual problems, and performance issues at the contract level
- Tracking status and schedules of Task Proposals
- Providing leadership/consultation to Task Leaders relative to specific operational and task quality management issues.

Task Leaders are charged with promoting quality at the operations level and are responsible for providing the following quality control services:

- Managing quality activities of operational staff
- Providing leadership/consultation to staff relative to specific operational quality management issues
- Ensuring that qualified, on-time staffing occurs
- Preparing, tracking, and reviewing schedules, deliverables, and expenditures for tasks
- Identifying problem issues such as staff qualification and time and attendance reporting

- Planning and developing improvement and error-prevention techniques for task performance
- Training personnel in Systems Plus and agency standard operating and error-prevention procedures
- Providing leadership/consultation to project staff relative to specific task quality management issues
- Reporting contract performance to the Project Manager.

MOBIS Labor Rates

GS-10F-0343L

Labor Category	Government Hourly Rate	Government Daily Rate
Principal Consultant Level II	\$194.00	\$1,552.00
Principal Consultant Level I	\$184.05	\$1,472.40
Technical Project Facilitator	\$169.14	\$1,353.12
Sr. Implementor/Facilitator	\$149.23	\$1,193.84
BPR Analyst/Trainer	\$139.28	\$1,114.24
Implementor/Facilitator	\$134.31	\$1,074.48
Senior Meeting Facilitator	\$129.33	\$1,034.64
Subject Matter Consultant	\$129.33	\$1,034.64
Program Manager	\$124.36	\$994.88
Sr. Management Systems Implementor	\$119.39	\$955.12
Sr. Management Analyst	\$114.42	\$915.36
Decision Systems Support Implementor	\$109.44	\$875.52
Sr. Financial Systems Implementor	\$109.44	\$875.52
Practice Manager	\$104.46	\$835.68
Sr. Financial Analyst	\$94.51	\$756.08
Financial Systems Implementor	\$189.54	\$1,516.32
Meeting Facilitator	\$89.54	\$716.32
Financial Analyst	\$78.59	\$628.72
Sr. Curriculum Develop. Specialist	\$69.65	\$557.20
Business Systems Implementor	\$64.67	\$517.36
Business Management Analyst	\$69.70	\$557.60
Meeting Coordinator	\$44.77	\$358.16
Project Control Specialist	\$42.78	\$342.24
Project Administrator	\$35.82	\$286.56
Administrative Support	\$31.84	\$254.72

SCA APPLICABILITY STATEMENT:

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying

the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

JOB TITLE	MINIMUM/GENERAL EXPERIENCE	FUNCTIONAL RESPONSIBILITIES	MINIMUM EDUCATION
Principal Consultant II	<ul style="list-style-type: none"> 8-12 years of directly related experience including consulting roles in successful organizational and/or business improvement initiatives. Demonstrated ability to analyze and understand highly complex management, organizational, and business process problems. Proven record of developing strategies and actions to assist clients solve those problems and/or improve organizational performance. 	<ul style="list-style-type: none"> Designs, initiates and manages projects. Analyzes, designs, develops, and installs complex business processes. Direct supervisory responsibility for personnel and project monitoring. Develops business models. Sets goals and objectives. 	Bachelors, Masters or Ph.D. in a business related discipline
Principal Consultant I	<ul style="list-style-type: none"> 6-10 years of directly related experience including consulting roles in successful organizational and/or business improvement initiatives. Demonstrated ability to analyze and understand complex management, organizational, and business process problems. Well versed in improvement strategies and actions. 	<ul style="list-style-type: none"> Manages projects to meet goals and objectives. Analyzes, designs, develops, and installs complex business processes. Direct supervisory responsibility for personnel and project monitoring. Supports policy and decision modeling. 	Bachelors, Masters or Ph.D. in a business related discipline
Technical Project Facilitator	<ul style="list-style-type: none"> 6 years of specialized experience in related business functional area, such as, procurement, HR, accounting. 	<ul style="list-style-type: none"> Supports project management team. Analyzes, designs, develops, and supports complex systems. Uses knowledge of storage and retrieval of information to improve business processes. Responsible for team building and project monitoring. 	Bachelors or Masters in a business related discipline
Sr. Implementor / Facilitator	<ul style="list-style-type: none"> 6-8 years of directly related experience supporting business process reengineering / business process improvement [BPR/BPI] initiatives. Skilled in process and data modeling methodologies, change management, and improvement measurement. Qualified to organize, plan, and lead multiple large, highly complex BPR/BPI projects and report directly to client's senior management. 	<ul style="list-style-type: none"> Develops new and/or revises existing policies and procedures to increase organizational accountability through business process improvement efforts. Enhances coordination and cooperation between offices, and provides guidance to clients and staff. Improves information and data flow, and facilitates management communication, organization and planning. Coordinates the implementation and reviews the effectiveness of policies, controls and procedures. 	Bachelors or Masters Degree

JOB TITLE	MINIMUM/GENERAL EXPERIENCE	FUNCTIONAL RESPONSIBILITIES	MINIMUM EDUCATION
BPR Analyst/Trainer	<ul style="list-style-type: none"> • 8 years of directly related experience supporting business process reengineering business process improvement [BPR/BPI] initiatives. • Competent in process and data modeling methodologies and exercise models using commercially available simulation software. • Well versed in change management and improvement metrics. 	<ul style="list-style-type: none"> • Provides technical guidance in reviewing management systems policies, regulations, and operations. • Reviews and/or prepares requirements analyses and system designs related to agency management systems and functions. • Serves as technical advisor in resolving complex issues relating to management systems operations. • Analyzes and evaluates systems, plans, procedures, and requirements relating to solution implementation. • Evaluates technical proposals for conformance with reporting and management practices. • Provides instruction and advice on technical questions. 	Bachelors or Masters Degree
Implementor / Facilitator	<ul style="list-style-type: none"> • 3-6 years of directly related experience supporting business process reengineering business process improvement [BPR/BPI] initiatives. • Skilled in process and data modeling methodologies, change management, and improvement measurement. • Qualified to organize, plan, and lead multiple large, highly complex BPR/BPI projects and report directly to client's senior management. 	<ul style="list-style-type: none"> • Implements and facilitates new and/or revises existing policies and procedures to increase accountability for development efforts. • Coordinates and fosters cooperation between offices, and provides guidance to systems programmers and analysts. • Improves information and data flow, and facilitates management planning. • Coordinates the implementation and reviews the effectiveness of developed policies and procedures. 	Bachelors or Masters Degree
Sr. Meeting Facilitator	<ul style="list-style-type: none"> • 4-6 years of specialized experience in related business functional area. 	<ul style="list-style-type: none"> • Designs, coordinates and manages and facilitates project meetings. • Analyzes complex business issues and directs and focuses client team on these relevant aspects. • Applies knowledge of team building techniques and leads highly qualified, diverse teams, including senior organizational leaders, in project group training, negotiation, organizational problem solving, organizational strategic planning, and other organizational and training areas. • Applies a variety of group dynamic tools and techniques to include electronic meeting systems (EMS) hardware, software, and procedures. 	Bachelors or Masters Degree
Subject Matter Consultant	<ul style="list-style-type: none"> • 4-6 years of specialized experience or 8 years of specialized experience in related business field. 	<ul style="list-style-type: none"> • Provides guidance in the logical and physical design, development, operation, and maintenance of information systems for specialized and complex business solutions in specialized subject areas. • Conducts management studies, defines data requirements, and proposes solutions based on cost effectiveness and quality of performance. • Evaluates information processing techniques, database management, and management information systems, concepts, and applications as they relate to the revision to or incorporation of business information goals. • Defines required database administration policies, procedures, standards, and guidelines. 	Bachelors or Masters Degree
Program Manager	<ul style="list-style-type: none"> • 6-8 years of general experience, or 3-5 years of project management experience. 	<ul style="list-style-type: none"> • Applies experience in the management of large, complex projects. • Manages large programs with multiple simultaneous tasks or programs with many locations. • Ensures timeliness and quality of products. 	Bachelors or Masters Degree

JOB TITLE	MINIMUM/GENERAL EXPERIENCE	FUNCTIONAL RESPONSIBILITIES	MINIMUM EDUCATION
Sr. Management Systems Implementor	<ul style="list-style-type: none"> 6-8 years of directly related experience supporting business enterprise development. Understanding of process interactions, entity relationships, market dynamics, and entrepreneurial approaches required for successful enterprise development. 	<ul style="list-style-type: none"> Develops and implements new and/or revises existing policies and procedures to increase organizational accountability. Evaluates information processing techniques and recommends process improvements using process and data modeling software. Improves information and data flow, and facilitates management planning. Coordinates the implementation and reviews the effectiveness of developed policies and procedures. 	Bachelors or Masters Degree
Sr. Management Analyst	<ul style="list-style-type: none"> 8-10 years of directly related experience including management or leadership roles in successful efforts involving any combination of: organizational, business process, financial, manufacturing, or operational analysis. Demonstrated ability to lead highly qualified staff in complex projects requiring comprehensive studies and analysis. 	<ul style="list-style-type: none"> Provides technical direction to personnel performing systems analysis and system development tasks of business applications. Coordinates and performs logical and physical systems design of business applications. Reviews and prepares design documents and specifications of business applications. Prepares reports, studies, and documentation, delivers presentations of business applications. Supervises management analysts and database developers of lesser skills and expertise 	Bachelors or Masters Degree
Decision Systems Support Implementor	<ul style="list-style-type: none"> 6-8 years of general experience, or 4 years of specific experience as a team member or as a single contributor on successful efforts involving any combination of: organizational, business process, financial, manufacturing, or operational analysis. 	<ul style="list-style-type: none"> Provides guidance in reviewing management systems policies, regulations, and operations. Reviews and/or prepares requirements analyses and system design related to business operations. Serves as technical advisor in resolving complex issues relating to business operations, and provides guidance to client management, systems programmers, and analysts. Analyzes and evaluates business systems, plans, procedures, and requirements relating to implementation. Provides instruction and advice to client management and staff. 	Bachelors or Masters Degree
Sr. Financial Systems Implementor	<ul style="list-style-type: none"> 5-8 years of directly related experience supporting financial systems business process reengineering / business process improvement [BPR/BPI] initiatives. Skilled in process and data modeling methodologies, change management, and improvement measurement for financial systems. Qualified to organize, plan, and lead multiple large, highly complex BPR/BPI projects and usually report directly to client's senior financial systems management. 	<ul style="list-style-type: none"> Develops new and/or revises existing financial systems policies and procedures to increase accountability for development efforts. Enhances coordination and cooperation between offices, and provides guidance to systems programmers and analysts. Improves information and data flow, and facilitates financial systems reporting and planning. Coordinates the implementation and reviews the effectiveness of developed financial system policies and procedures. Assists in the development of logical and physical systems design and reviews and prepares systems documents and specifications, and provides guidance to systems programmers and analysts. Provides technical interpretation of financial policy and concepts underlying accounting and reporting regulations and procedural requirements. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings. 	Bachelors or Masters Degree

JOB TITLE	MINIMUM/GENERAL EXPERIENCE	FUNCTIONAL RESPONSIBILITIES	MINIMUM EDUCATION
Practice Manager	<ul style="list-style-type: none"> • 3-7 years of directly related experience including consulting roles in successful organizational and/or business improvement initiatives. • Demonstrated ability to analyze and understand highly complex management, organizational, and business process problems. • Proven record of developing strategies and actions to assist clients solve those problems and/or improve organizational performance. 	<ul style="list-style-type: none"> • Manages individual projects and practice areas. • Analyzes, designs, develops, and installs complex business processes. • Directs team personnel and monitors project schedule and cost. • Assists in the development of logical and physical systems design and reviews and prepares systems documents and specifications, and provides guidance to systems programmers and analysts. • Provides technical interpretation of policy and concepts. • Prepares reports, studies, and documentation, delivers presentations, and participates in meetings. 	Bachelors or Masters Degree
Sr. Financial Analyst	<ul style="list-style-type: none"> • 3-6 years of directly related experience supporting financial systems business process reengineering / business process improvement [BPR/BPI] initiatives. • Skilled in process and data modeling methodologies, change management, and improvement measurement for financial systems. • Ability to organize, plan, and lead multiple large, highly complex BPR/BPI projects and report directly to client's senior financial systems management. 	<ul style="list-style-type: none"> • Develops new and/or revises existing financial systems policies and procedures to increase accountability for development efforts. • Enhances coordination and cooperation between offices, and providing guidance to systems programmers and analysts. • Improves information and data flow, and facilitate financial systems reporting and planning. • Coordinates the implementation and reviews the effectiveness of developed financial system policies and procedures. • Assists in the development of logical and physical systems design and reviews and prepares systems documents and specifications, and provides guidance to systems programmers and analysts. 	Bachelors Degree
Financial Systems Implementor	<ul style="list-style-type: none"> • 4-7 years of directly related experience supporting financial systems business process reengineering business process improvement [BPR/BPI] initiatives. • Skilled in process and data modeling methodologies, change management, and improvement measurement for financial systems. • Qualified to organize, plan, and lead multiple large, highly complex BPR/BPI projects and reports directly to a client s senior financial systems management. 	<ul style="list-style-type: none"> • Develops and implements new and/or revises existing financial systems policies and procedures to increase accountability for development efforts. • Enhances coordination and fosters cooperation between offices, and providing guidance to systems programmers and analysts. • Improves information and data flow, and facilitate financial systems reporting and planning. • Coordinates the implementation and reviews the effectiveness of developed financial system policies and procedures. • Assists in the development of logical and physical systems design and reviews and prepares systems documents and specifications, and provides guidance to systems programmers and analysts. • Provides technical interpretation of financial policy and concepts underlying Federal accounting and reporting regulations and procedural requirements. • Prepares reports, studies, and documentation, delivers presentations, and participates in meetings. 	Bachelors Degree

JOB TITLE	MINIMUM/GENERAL EXPERIENCE	FUNCTIONAL RESPONSIBILITIES	MINIMUM EDUCATION
Meeting Facilitator	<ul style="list-style-type: none"> 3-5 years of specialized experience in related business functional area. 	<ul style="list-style-type: none"> Manages and facilitates project meetings. Analyzes complex business issues and directs and focuses client team on these relevant aspects. Applies knowledge of team building techniques and ability to lead highly qualified diverse teams, including senior organizational leaders, in project group training, negotiation, organizational problem solving, organizational strategic planning, and other organizational and training areas. Applies a variety of group dynamic tools and techniques to include electronic meeting systems (EMS) hardware, software, and procedures 	Bachelors Degree
Financial Analyst	<ul style="list-style-type: none"> 4-6 years of financial systems analysis experience. 2-3 years of financial systems requirements specifications experience. 	<ul style="list-style-type: none"> Provides systems analysis and system development tasks of financial applications Coordinates and performs logical and physical systems design of financial applications. Reviews and prepares system documents and specifications of financial applications. Prepares reports, studies, and documentation. Delivers presentations of financial applications. 	Bachelors Degree
Sr. Curriculum Development Specialist	<ul style="list-style-type: none"> 8 years of experience in the development and implementation of training courses. 	<ul style="list-style-type: none"> Develops curricula specific to the client's needs and environment. Develops curricula for new programs. In conjunction with management, determines scope and sequencing of highly technical training for staff at various levels of technical expertise. In conjunction with management, determines the level of knowledge required to function successfully in broad job categories. Develops course materials, including script, exercises, and classroom or self-guided manuals and other teaching aids. Conducts needs assessments of present and anticipated training needs 	Bachelors Degree
Business Systems Implementor	<ul style="list-style-type: none"> 3-5 years of directly related experience including management or leadership roles in successful efforts involving any combination of: organizational, business process, financial, manufacturing, or operational analysis. Demonstrated ability to lead highly qualified staffs in complex projects requiring comprehensive studies and analysis. 	<ul style="list-style-type: none"> Designs and implements new or upgraded business systems processes and applications. Provides guidance in reviewing management information systems policies, regulations & operations. Reviews and/or prepares requirements analyses and system design. Serves as technical advisor in resolving complex issues. Analyzes and evaluates systems, plans, procedures, and requirements. Evaluates technical proposals for conformance with accounting, reporting, and financial management practices. Provides instruction and advice on technical questions to client management and staff. 	Bachelors Degree
Business Management Analyst	<ul style="list-style-type: none"> 3-5 years of systems analysis experience. 2-3 years of experience in systems analysis and requirements specifications. 2 years of experience in project management. 	<ul style="list-style-type: none"> Provides systems analysis and business management analysis. Coordinates and performs logical and physical systems design of business applications. Reviews and prepares system documents and specifications of business applications. Prepares reports, studies, and documentation, and delivers presentations of business applications. 	Bachelors Degree
Meeting Coordinator	<ul style="list-style-type: none"> 2-3 years of experience in general office administration 	<ul style="list-style-type: none"> Provides assistance in scheduling meetings or conferences. Invites meeting/conference attendees and provides agenda Responsible for delivery of meeting/conference materials to site Greets attendees and provides informational assistance to attendees Circulates attendee list and prepares meeting/conference minutes 	High School Graduate
Project Control Specialist	<ul style="list-style-type: none"> 5 years of general administrative experience. 3 years of specific production control experience. 	<ul style="list-style-type: none"> Maintains and monitors project schedule and status. Maintains records of project expenditures and issues. Prepares financial progress reports and analysis. Identifies schedule and/or cost problems. 	Bachelors Degree

JOB TITLE	MINIMUM/GENERAL EXPERIENCE	FUNCTIONAL RESPONSIBILITIES	MINIMUM EDUCATION
Project Administrator	<ul style="list-style-type: none"> 2-3 years of experience project administration 	<ul style="list-style-type: none"> Maintains project files and library. Maintains time and cost records. Prepares project correspondence, purchase orders, and invoices, as required. 	High School Graduate
Administrative Support	<ul style="list-style-type: none"> 3 years of general experience clerical. 	<ul style="list-style-type: none"> Word processing and general office support. 	High School Graduate